



Joseph C. Sullivan, Mayor

BRAINTREE HUMAN RESOURCES DEPARTMENT

Karen M. Shanley, Human Resources Director

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Kathleen G. Holmquest, Benefits Coordinator

kholmquest@braintreema.gov

Catherine L. Porter, Human Resources Generalist

cporter@braintreema.gov

JOB POSTING

JOB TITLE: METER TECHNICIAN – Apprentice Program
LOCATION: 85 Quincy Avenue – Braintree locations
UNION: U.W.U.A.
DATE AVAILABLE: ASAP
SALARY: W2/W3- \$837.12 - \$1,069.60/week

QUALIFICATIONS:

High School Graduate, supplemented by qualifying experience in meter maintenance and at least two years of general semi-skilled water service experience or any combination of education and experience. Must have a valid Driver's License. Must have Water Distribution 2 (D-2) license. Employees must hold the required license(s) for the position at the time of hire or promotion or enter the Apprentice as a W-2. See attached Side Letter of Agreement.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: May 18, 2017 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or email to kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Date Approved: 11/30/16
Grade: W-3
Union: Local 466
Appointing. Auth.: DPW Director

Meter Technician

Nature of Work:

Semi-skilled to skilled mechanical work is repairing, rebuilding and installing water meters: related work as required.

Supervision:

Works under general supervision.

Job Environment:

Performs repair and maintenance duties usually of a relatively routine character with respect to work methods. Makes intermittent contacts with the general public. Errors could result in damage to equipment and loss of water revenues. Moderate physical effort demanded in performing duties under general shop conditions

Essential Duties and Responsibilities:

Observes and records meter readings for billing purposes; investigates abnormal consumption recordings; returns route books to the business office; notifies superior of any situation seeming to need special attention or investigation.

May perform clerical tasks incidental to principal duties, involving simple arithmetic computations.

Inspects water services for violations of the law and regulations. Conducts special readings upon request of property owner at times of title transfer, etc.

Disassembles water meters, replaces or machines worn parts of components; reassembles, tests and adjusts meters for conformance with predetermined standards.

Reads and maintains large meters.

Installs meters and remote reading devices.

Locates, identifies and marks location of water mains, water services and waste water collection systems.

Responsible for the Cross-Connection Control Program and Back Flow Prevent Device Program, including all reporting required by the State.

Orders and inventories all meter and meter parts.

Investigates customer complaints concerning noisy meters, high readings and low water pressure.

Performs inspection of sump pumps and maintains records for reporting of violations.

Under the direction of the Department of Public Works Director or his designee, turns water on and off upon request of contractors and plumbers; shuts water off for non-payment of water bills.

Maintains records of meter installations, performances, removal and repairs; assign all service and customer account numbers; maintains records of material prices; computes construction and repair bills.

As requested by DPW Director or his designee, may operate water and sewer pumping stations.

Performs any other related duties as assigned by the Department Head.

May be reassigned to a night shift to accommodate the public, provided sufficient notice is given.

Regular and predictable attendance.

Desired Minimum Qualifications:

High School Graduate, supplemented by qualifying experience in meter maintenance and at least two years of general semi-skilled water service experience or any combination of education and experience. Must have a valid Driver's License.

Working knowledge of the methods, materials and techniques required in repairing small mechanical devices. Ability to disassemble and reassemble water meters accurately and according to predetermined standards. Ability to

understand and execute oral instructions. Skill in the use and care of tools and equipment used in water distribution, installation and maintenance.

All Meter Technician shall obtain their Distribution 2 (D-2) License. Water Distribution Operators Grade II.

*Employees must hold the required license(s) for the position at the time of hire or promotion. The provision shall not impact anyone hired or promoted to a position prior to June 30, 2006.

Physical Requirements:

Must walk for long periods of time under varying weather conditions.

* Changed per MOA July 1, 2005 - June 30, 2008.

SIDE LETTER OF AGREEMENT
BETWEEN THE TOWN OF BRAINTREE AND
THE UTILITY WORKERS UNION OF AMERICA, A.F.L.-C.I.O., LOCAL NUMBER 466

This Agreement is entered into this 8th day of May, 2017, between the Town of Braintree (the "Town",) and the Utility Workers Union of America, A.F.L. – C.I.O., Local Number 466 (hereinafter the "Union.")

Whereas, on September 30, 2013, the Town and the Union entered into a Side Letter of Agreement effective April 30, 2015 to begin an "apprentice" program for the Water and Sewer Division. .

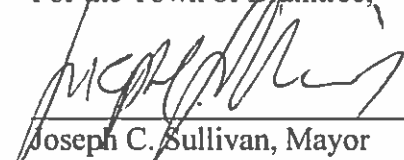
Whereas, after two years, the Town and the Union agree that modifications need to be made to the Apprentice Program.

Now therefore, the Town and the Union agree as follows:

1. The Town and the Union agree that the Town will establish an Apprentice Program for the Water & Sewer Division that is divided into three tracks: Meter, System Maintenance and Treatment Plant.
2. The Town and the Union agree that the program will be based on the Boards of Certification of Operators of Drinking Water Supply Facilities, Distribution and Wastewater Collections Policies for Training Requirements to Sit for Exams.
3. The Town and the Union agree that anyone entering the System Maintenance Apprentice Program must have a minimum of a Commercial Driver's License (CDL) with air brake and tanker endorsements.
4. The Town and the Union agree that anyone entering the Meter or Treatment Plant Apprentice Program must have a valid Massachusetts Class D Driver's License with a good driving record.
5. The Town and the Union agree that employees hired into the Apprentice Program must obtain their D1 Certification (Meter), D1 and C1 Certification (System Maintenance) or T1 and D1 (Treatment Plant) license within their six month probationary period or they will be terminated.
6. The Town and the Union agree that the employees in the Apprentice Program must obtain their D2 License (Meter), D2 and C2 Licenses (System Maintenance) or T2 License (Treatment Plant) within 30 months of entering the Apprentice Program.
7. The Town and the Union agree that the employees in the Apprentice Program must obtain their D3 and C3 Licenses and Hoisting 2A and 4E (System Maintenance) and T3, D2 and C2 Licenses (Treatment Plant) within 42 months of entering the Apprentice Program.
8. The Town and the Union agree that failure to complete license requirements at any step in the Apprentice Program within the time periods established shall be grounds for automatic termination, with such termination not being subject to the grievance and arbitration procedure outlined in the Collective Bargaining Agreement.

9. The Town and the Union agree that the employees in the Apprentice Program will be paid at the W2 grade (Meter), W4 grade (System Maintenance) or W4 grade (Treatment Plant) until completion of the required licenses. Once the required licenses are obtained the employee will go to the W3D level (Meter) (30 months), W5D level (System Maintenance) (42 months) or W7D level (Treatment Plant) (42 months).
10. The Town and the Union agree that all courses are paid by the employee and will be reimbursed when the license is obtained at each level.
11. The Town and the Union agree that employees in the Apprentice Program who resign from employment within the Union within 1 ½ years of starting the Apprentice Program must reimburse the Town for the full license reimbursement from the Town. Employees in the Apprentice Program who resign from employment within the Union within 3 years of starting the Apprentice Program must reimburse the Town for ½ the license reimbursement from the Town.
12. The Town and the Union agree that this agreement does not apply to any member of the Union as of April 30, 2015. It applies only to employees hired after that date.
13. The parties agree that this agreement is not precedent setting and is not admissible in any forum except for enforcement of this agreement.

For the Town of Braintree,



Joseph C. Sullivan, Mayor



James Arsenault, DPW Director

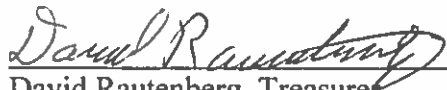
For Union



Greg Alabachian, Union President



Peter Canelli, Vice President



David Rautenberg, Treasurer

Approved as to Form



Lisa S. Maki
Town Solicitor